

REGIONAL INITIATIVE GRANT PROGRAM FINAL REPORT INSTRUCTIONS

Grantees must complete the final report using COA's on-line e-granting portal accessible at <https://coa.fluidreview.com/>. Grantees must create an account, or if an account already exists then sign in using your email and password.

If you are a returning user: Log in. Select "View My Submissions". Scroll down and click "Create New Submission". Select "**FINAL REPORT: Regional Initiative**" from the drop-down menu. Enter name of grantee. Click "Get Started".

If you are a new user: Create account by clicking "Sign up". Complete registration page. When on the registration page, be sure to select the category "**FINAL REPORT: Regional Initiative**" from drop-down menu. You will receive a confirmation email from FluidReview. Once in FluidReview, click "Create a New Submission".

The outline below contains the information requested within the final report.

Grantees must also complete a final report budget (MS Excel spreadsheet), which is provided in the on-line final report. You will be asked to upload this document during the process.

Section 1: General Information

- a. Identify the Designated Regional Service Organization that awarded your grant
- b. Name of Grantee as listed on your REGI Contract
- c. Grant Amount Received
- d. Final Project Start & End Dates
- e. Update Grantee Contact Information

Section 2: Project Information

Estimate the Total Audience / Individuals Benefiting from the Project:

- # ages 65 years and over –
- # ages 36 – 64 –
- # ages 18 – 35 –
- # of children and youth:
- Overall Total:

Connecticut Artist(s) Information

- a. Identify the CT artist(s) that was/were engaged in your project. For each artist, provide name and address.
- b. In which aspects of your project was/were the artist(s) involved:
☐ planning ☐ implementation ☐ assessment
- c. Enter the total number of artists (CT artists and non-CT artists) that were directly involved in providing art or arts services
- d. Enter the total number of CT artists that received financial compensation from your project for their services
- e. Enter the total amount of REGI grant funds that were expended to compensate CT artists

Describe your REGI project by selecting from the boxes below (check all that apply to best describe your project):

- ☐ Admissions Fee Charged
- ☐ Free Admission
- ☐ Open to the General Public
- ☐ Restricted to a particular Population
- ☐ Age-specific
- ☐ Inter-generational
- ☐ Culturally specific
- ☐ Multi-Cultural
- ☐ Visual Arts
- ☐ Performing Arts
- ☐ Literary Arts
- ☐ Multi-disciplinary
- ☐ Therapeutic Arts
- ☐ Traditional Artists
- ☐ Community Development
- ☐ Business / Economic Activity
- ☐ Heritage / Historical
- ☐ Human Development
- ☐ Educational (in the classroom)
- ☐ Educational (in the community)
- ☐ One-time Event or Project
- ☐ Open to the General Public
- ☐ Sustainable
- ☐ Rural Location(s)
- ☐ Suburban Location(s)
- ☐ Urban Location(s)
- ☐ Outdoor
- ☐ Indoor

Accessibility:

It is important that REGI projects be accessible to all. Explain how you made your funded activities equitably accessible to those with varying abilities.

Section 3: Community Relationships

- a. Provide the following information regarding the community that participated in your REGI project. Complete sections for all that apply:

Community Description:	Served:	New Relationship	Sustained Relationship
General Public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Municipality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social Service Organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hospital	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pre-School	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child Care Provider	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public School	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Private School	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
College or University	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Arts Organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-Arts Organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Senior Center	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community or Youth Center	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Downtown District	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Local Business	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identify "Other:"			

- b. Provide a final list of the Town or Towns where the project's main activities occurred
- c. If the project partners changed from those named in your original application, please identify the actual partners and explain the need for the changes.

Section 4: UNDERSTANDING & ENGAGING THE COMMUNITY (NARRATIVE)

1. Explain how your project did or did not successfully engage participants and what, if anything, was learned in the process.
2. Explain how your project did or did not increase equal access to arts and culture and what, if anything, was learned in the process.
3. Explain how your project did or did not deepen participation in the arts and creative activities and experiences and what, if anything, was learned in the process.

Section 5: GETTING THE JOB DONE (NARRATIVE)

1. Explain the ways in which you feel that your REGI project was a success.
2. Explain the ways in which you feel that that your REGI project could have been more successful.
3. Tell us how, if at all, your project goals changed during the course of implementing your

REGI project and what, if anything, was learned in the process.

4. Tell us if the community that participated in your REGI project was different from the community you had originally proposed.

Section 6: Advancing Grantees' Skillfulness at Designing & Implementing Community-Based Projects

Identify any types of professional development support (workshops, mentorships, web-based support, or other resources) that could benefit you or your organization to help increase your capacity to better understand and implement such arts-based community projects, inclusive of relevant evaluation practices, equitable access, developing and maintaining relationships, and so forth.

Section 7: Credit & Publicity

In the space provided below, please describe how DECD / COA and its DRSO regional partner were credited for their support of your REGI project. Upload any copies or references to published support showing credit for the support.

Section 8: Budget Narrative

Clarify any budget entries and/or changes to your originally submitted application's Project Budget that are greater than +/-20% to the project's actual/ending income and expenses.